Wide Area Work Flow

Department of Defense Electronic Invoicing

Vendor Getting Started Guide

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WAWF Getting Started for Vendors

Introduction   Thank you for your interest in Wide Area WorkFlow. This guide will help you get started using WAWF. In addition to this guide feel free to access the following web links for additional information and training on WAWF:

WAWF General Information and Registration
  https://wawf.eb.mil

WAWF Training Database (great place to practice using WAWF)
  https://wawftraining.eb.mil

WAWF On-line Training Course (great place to begin learning WAWF)
  www.wawftraining.com

Overview   You must perform the following steps to receive an active WAWF account:

Steps	✔	Description
1		Register with the Central Contractor Registry (CCR)
2		Set up an Electronic Business (EB) Point of Contact (POC) in CCR
3		Register for Electronic Document Access (EDA)
4		Ensure CAGE Code is added to WAWF
5		Establish an Organizational Email Address
6		Designate a Group Administrator Manager (GAM)
7		Determine if batch feeds for data input is necessary
8		Set up PCs to Access WAWF-RA
9		Self Register GAM
10		Change temporary WAWF password
11		Have all Users Self-Register on the WAWF-RA web site
12		Follow-up if necessary

1st Step ☑   **Register with Central Contractor Registry (CCR)**

All vendors must be registered in the CCR at http://www.ccr.gov/ in order to sell goods and services to the Department of Defense (DoD).

For help with registration in CCR, contact the CCR Assistance Center at 1-888-227-2423.

2nd Step ☑   **Establish or verify the Electronic Business Point of Contact (EB POC) in CCR**

To complete your registration in WAWF-RA, all vendors must appoint an Electronic Business Point of Contact (EB POC) in CCR. The EB POC is responsible for establishing a Group Administrator (GAM) account in WAWF. The GAM is your company's "Gate Keeper" and will be responsible for authorizing access to WAWF-RA for all your company's employee(s).

Each vendor can establish up to two EB POCs one primary and one alternate EB POC for each Cage/DUNS code.

Refer to "How to Establish or Verify the EB POC in the CCR" section for a detailed procedure.

3rd Step ☑   **Register for Electronic Document Access (EDA)**

Electronic Document Access (EDA) acts as a virtual file cabinet for the storage and retrieval of multiple types of acquisition documents to include Purchase Orders and post-award contracts. Vendor may be authorized to view contract documents that match their validated DUNS or CAGE codes. To register for EDA got to http://eda.ogden.disa.mil/. Follow the Vendor prompts.

Refer to "Vendor Registration for Electronic Document Access (EDA)" section for a detailed procedure.

4th Step ☑   **Have your CAGE Code added to the WAWF-RA database.**

Your CAGE code/s must be added to WAWF-RA structure before any personnel can self-register in WAWF-RA. If you have multiple CAGE codes they can all be added to your group at the same time.

Optional CAGE code extensions can be created to subdivide your CAGE code into smaller units. Each CAGE code and extension will have it's own organizational e-mail address. The email addresses will be used notify your sub-groups that a document status has changed.

To establish a vendor group for a CAGE code, Someone in your company needs to either call the Customer Support Center-phone number (toll free 1-866-618-5988) or send an email to DISA Ogden at cscassig@ogden.disa.mil. If your organization has multiple CAGE codes; the WAWF-RA Customer Support Center will assist in adding all your CAGE codes to your group structure in WAWF.

Phoned in requests will be activated online. Emailed requests will be processed within 48 hours after receipt.

Sample Group Activation Email: Please use the following template to email requests to WAWF Customer Support: cscassig@ogden.disa.mil. Please fill in missing information with your company information.

Important - **PLEASE NOTIFY YOUR EB POC! We will need their authorization to activate individual accounts after the CAGE code/s are added to WAWF.**

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5th Step ☑   **Establish an Organizational email Address.**

WAWF will notify you of changes to your documents as they are processed for payment. The actual documents do not get forwarded to the next user for processing. Instead WAWF sends users email notifications about the documents that need to be processed. The user then opens WAWF and takes action on the documents in the WAWF folder.

For example, e-mail messages are sent when the
- Vendor Creates/SUBMITS a document to the government for processing.
- Emails are sent when the government process the documents.

In order to receive email status changes on your WAWF documents, you will need to create an organizational email address or you can use your personal email address to receive email status changes from WAWF.

Please ensure that the organizational email address is operational and can receive emails prior to registering it with the WAWF Customer Support Center. The first person to register for your company will have their personal email established as the Organizational email address. To change this, the GAM or EB POC must email or call the Customer Support Center and request the personal email address is replaced with the company organizational email address.

Important: If you do not establish an organizational email address, the first person to register will have their personal email designated as the organizational email address.

6th Step ☑	**Designate a Group Administrator (GAM) for your company.**

Vendors must appoint a GAM to manage their WAWF account. It is recommended that the EB POC BE the GAM. As mentioned earlier, the GAM is your companies "Gate Keeper" and as such this person authorizes the activations and deactivations for the company's CAGE code/s. When the EB POC registers as the GAM no additional paperwork is required to establish your WAWF GAM account.

The EB POC will also be contacted when there is a question about invoices submitted through WAWF. Please ensure your EB POC is familiar with the WAWF process, they can contact company personnel to answer invoicing questions from government officials.

If you appoint a GAM that is not your EB POC. The EB POC must complete a GAM appointment letter and fax it to the customer Service Center. The fax number is 1-801-605-7453.

7th Step ☑	**Determine if batch feeds for data input is necessary.**

Most Vendors use the manual, web entry method to input their documents directly into WAWF. Web entry is a good method if you have a small volume of payment documents to create or if you have a small amount of lines on your contract/s. But for vendors that have a large number of transactions and/or many line items per payment document, we recommend you submit documents via the File Transfer Protocol (FTP) or Electronic Data Interchange (EDI) method. .

WAWF-RA FTP and EDI Guides are available after your account has been activated. If further assistance is needed, please contact the WAWF-RA Customer Service Center and ask for help with EDI. A trouble ticket will be created and you will be forwarded to the Joint Interoperability Test Center (JITC) and a technician will be assigned to assist you in testing your file layout(s).

WAWF Getting Started for Vendors, Continued

8th Step ☑   **Set up PCs to access WAWF-RA.**

Your current computer configuration is usually sufficient to use WAWF. On rare occasions your computer's browser setting may need to be changed.

Please try using WAWF first and then if you experience problems check your set-up by Selecting the "Setting Up Your Machine" link on the WAWF-RA home page https://wawf.eb.mil or call the Ogden Help desk for assistance, they can be reached at: 1-866-618-5988 option.

9th Step ☑   GAM needs to Self Register in WAWF (after your CAGE Code is added to WAWF-RA). Refer to "How to Self Register in WAWF" section for a detailed procedure.

10th Step ☑   **Change your WAWF Temporary Password.** Refer to the "How to Change Your WAWF Temporary Password" section for a detailed procedure.

11th Step ☑   **Have all users self-register on the WAWF-RA web site**

Once the EB POC (GAM) has been activated, All company users will need to self-register. Now the EB POC (GAM) can activate or deactivate their own company personnel within WAWF-RA. **Users can self-register using the same steps described for the GAM. (The only exception is they would not select the GAM role unless they are registering as an alternate).**

- Every user of WAWF-RA must self-register on the WAWF-RA web site by completing the online registration form.

- Note: User accounts will not be activated until the GAM activates the accounts. The GAM will receive an email for all registrations.

12th Step ☑   **Follow-up (if necessary)**

If a user's account has not been activated within 2 business days of self-registering, notify you GAM or WAWF Customer Service.

Verifying the EB POC in CCR

Introduction   In order to register in WAWF-RA you must have an Electronic Business Point of Contact.

Procedure   Follow the steps below to verify who is listed as your EB POC in CCR.

Step	Action
1	Go to http://www.ccr.gov Result: Home page screen opens.
2	Click Search CCR.
3	Enter your "Cage Code" into the Cage Code Field or enter your company name in the "Legal Business Name or DBA": field and click **Search**.

Procedure (continued)

Step	Action
4	Scroll to the bottom of the page and review the inquiry Results. • **IF** someone is listed as the EB POC **THEN** your EB POC is established. Procedure is complete. • **IF** there is no EB POC listed at the bottom of your profile **THEN** Refer to "Establishing or updating the EB POC in CCR" for a detailed procedure.

Establishing or updating the EB POC in CCR

Introduction   In order to register in WAWF-RA you must have an Electronic Business Point of Contact.

Procedure   Follow the steps below to establish/update your EB POC in CCR.

Step	Action
1	Go to http://www.ccr.gov Result: Home page screen opens.
2	Click Update or Renew Registrations Using TPIN option.
3	Enter your DUNS number and TPIN code.
4	Select Points of Contact.
5	Scroll down to the Electronic Business Point of Contact fields. When that page comes up, scroll down to the Electronic Business Point of Contact fields (these should be the ones closest to the bottom). Input your information and click the validate/save button.
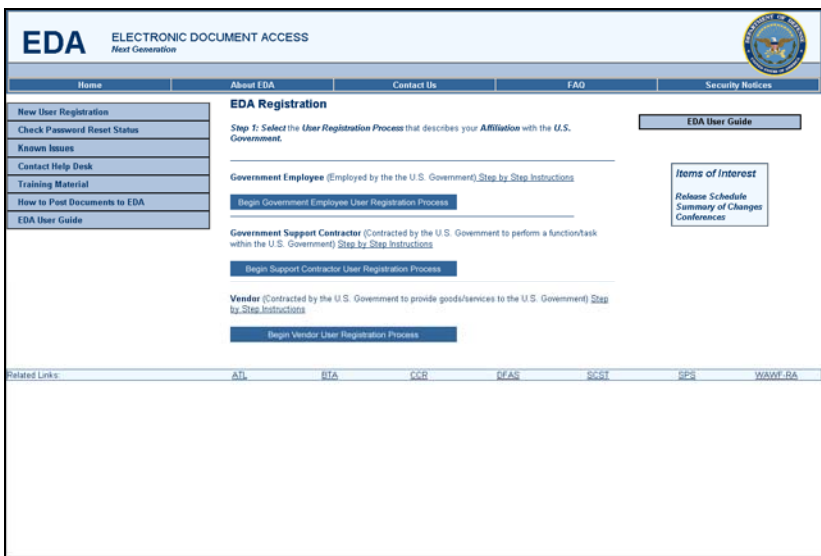
Registering for Electronic Document Access (EDA)

Introduction   EDA is a virtual filing cabinet for the storage and retrieval of multiple types of government contracts. As a vendor you are authorized to view contracts awarded under you Cage Code.
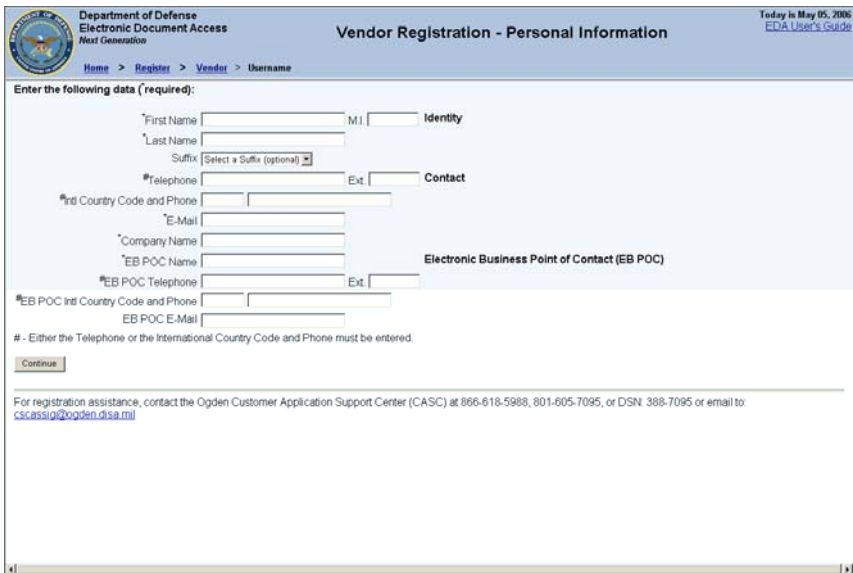
Procedure   Follow the steps below to register to use EDA:

Step	Action
1	Go to the EDA web site at http://eda.ogden.disa.mil/ Result: Home page screen opens.
2	From side bar menu, click **New User Registration**.
3	Click **Begin Vendor User Registration Process**.

Procedure (continued)

Step	Action
4	Click **Username/Password**.
5	Enter all required information as denoted by the asterisk. Then click **Continue**.

Procedure (continued)

Step	Action
6	Enter your CAGE code/s. DUNS number is optional.
7	Click **Continue**. Result: *Vendor Registration – Confirm* screen is display.

Procedure (continued)

Step	Action
8	Verify/review the information entered. If correction is required, click **Make Changes** to update.
9	Read the **Statement of Accountability** and check the box next to "I accept this statement of accountability."
10	Create a user name and password. Applicant must remember/use the Username/Password supplied in Registration for initial entry into EDA.
11	Then click **Submit**.
12	Note success notification. Result: The EDA Help Desk will send you an e-mail requesting EB POC Authorization for account activation.

Registering for Electronic Document Access (EDA), Continued

Procedure (continued)

Step	Action
13	Inform your EB POC of your pending EDA registration and request access authorization. Result: Your EB POC will submit an email requesting account activation to the EDA Help Desk. WAIT for EDA Help Desk Review/Approval (allow 2-4 business days to process request). Once approved, EDA notifies you by email. To... cscassig@csd.disa.mil Cc... Subject: EDA Activation Request Help Desk, Please activate Venny Vendor's account in EDA for our CAGE code 00000. I am the EB POC for our company and I am authorizing this activation. Thanks, IMA BIGSHOT XYZ INC Electronic Business POC
14	Follow instructions in email notification and click supplied link to activated account and facilitate initial entry into EDA. Failure to follow instructions will result in denial of access. Once account is activated, you may enter and log into EDA via the EDA website. *Note: If your account has not been activated within 4 business days, contact your EB POC or the EDA Helpdesk for assistance (866) 618-5988, (801) 605-7095 or DSN: 388-7095 or by email at cscassig@ogden.disa.mil (Subject: EDA Assistance).*

EDA Password Rules

The password must be a minimum of <u>eight</u> (8) characters.

The password must include the following:

- One letter

- One number

- One of the following special characters:! * +, - / : ' ? & ; _ ( ) ` # $ %

The password cannot contain the first three- (3) letters of the user's first or last name.   The password cannot contain the logon Username.

Password Expiration and Reuse

- EDA System *Lock*
  After three (3) successive failed logon attempts, the system will be unavailable for a period of time. It is recommended that you close the browser, then retry later.

- EDA Passwords are valid for 90 days.
  EDA will prompt the user for a new password when the 90-day limit is met or exceeded for a user.

- The Password Change Grace Period is set at ten (10) days.

  The Grace Period is the period of time after the password has expired in which a user can submit a change. During the grace period, the user will be prompted to change their password each time they log on to EDA. After the ten- (10) day grace period, the user will be denied access and can <u>only</u> be reinstated by your Electronic Business Point of Contact (EB POC).

- A 365-day password reuse period is enforced within EDA.
  A specific password cannot be reused within EDA until 365 days have passed since the password's expiration.

Registration Approval

Your EB POC will complete the EDA registration approval. The EB POCs should:

- Verifying the user's identity
- Verifying the document access requested (based on "need to know")
- Validating the user's registration application
- Maintaining access documentation on each user for audit purposes.

Using EDA

Introduction   Using EDA can be beneficial to your success in WAWF. The reasons are:

- EDA provides online access to virtually all of your Department of Defense (DoD) contracts.

- WAWF uses index information listed in EDA to route your billing documents from your location to the payment office and provides CLIN detail to properly bill invoice and receiving reports in WAWF.

EDA contracts provide you with "points of contact" for Government Contracting Officers, Government Acceptors, and lists your payment office
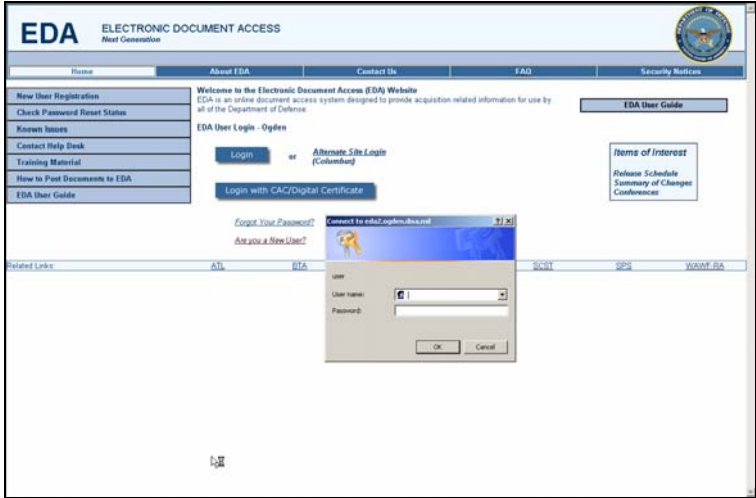
Procedure   Follow the steps below to access EDA.

Step	Action
1	Go to the EDA web site at http://eda.ogden.disa.mil
2	Click **Login** to EDA.

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Using EDA, Continued
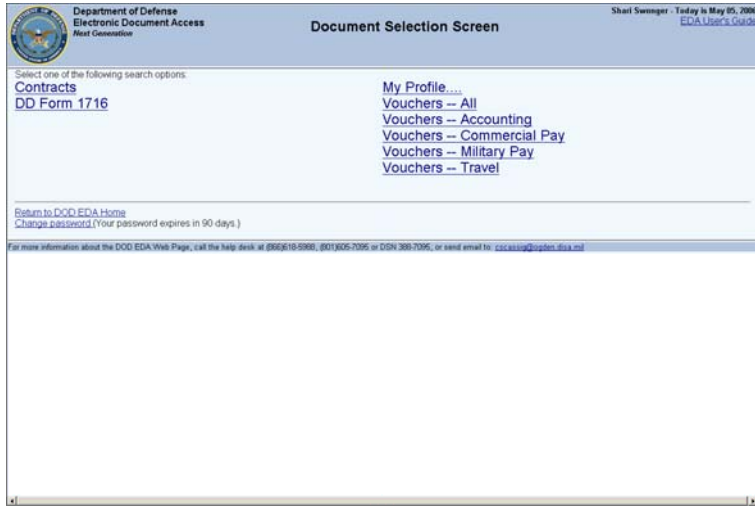
Procedure (continued)

Step	Action
3	Enter you **User Name** and **Password**.
4	Click **OK**.
5	Read EDA Notice.

Using EDA, Continued
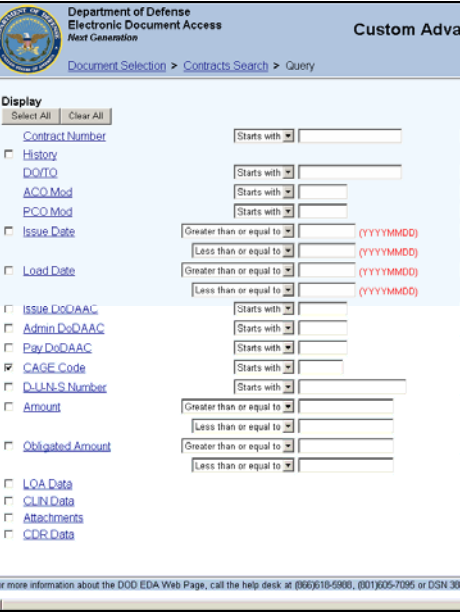
Procedure (continued)

Step	Action
6	Click the **Contracts** link. Note: Your screen will only show the **Contracts** link since that is the only access vendors are provided.
7	Click on desired search option. Note: The *Contracts Search Options* screen presents you with several different searches you may execute. The **Advanced Search** provides the most comprehensive search.

Procedure (continued)

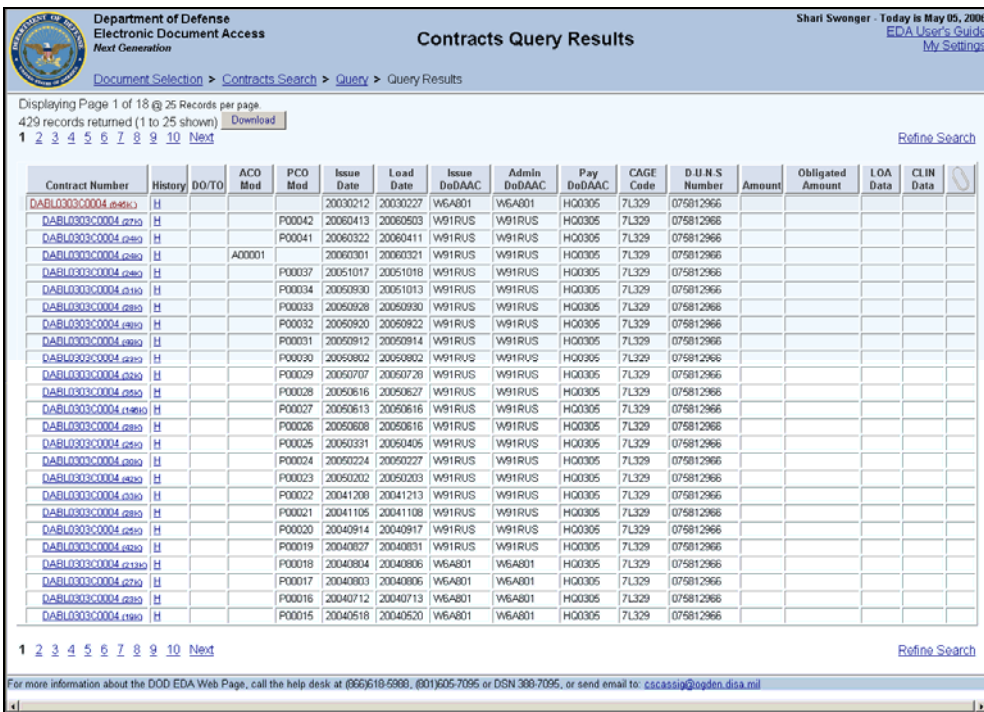| Step	Action
8	Select the fields you wish to see in your result set by clicking the respective display field check boxes to the left of each field or select the **Select All** button.
9	When available, select an Operator in the "Drop-down Box" at the beginning of each "Field Row" to enhance the query.
10	Enter values in the "Text Boxes" to limit the size of your results or to meet specific criteria.
11	Select your desired field Sort order and direction. Select up to four sort drop-down boxes at the end of the field rows to indicate how the results of the query are sorted and in which order (1-4) and direction. For example, you can sort contracts by Contract Number (descending - 1), by Issue Date (descending -3), by Issue DoDAAC (ascending -2) and then by Obligated Amount (descending -4). Result: This will produce query results ordered by Contract Number descending then Issue DoDAAC ascending then Issue Date descending then Obligated Amount descending.

Using EDA, Continued

Procedure (continued)

Step	Action
12	Click on the **View** button to activate the query with your desired search criteria and display results. For example, if you entered only the CAGE code EDA will return all contractual documents listed under the CAGE code. Result: **Contract Query Results** screen is displayed.
13	From the **Contracts Query Results** screen, click on the link within the contract number field to open the contract. Note: When the contract and delivery order number is entered into WAWF, WAWF will retrieve data from the index line in EDA to pre-populate the key fields in WAWF. The key fields that are pre-populated are: Issue DODAAC, Admin DODAAC, Payment Office DODACC, and the CAGE Code.

Continued on next page

Using EDA, Continued

Procedure (continued)

Step	Action
14	Locate on the EDA or hard copy contract (as shown below) your EDA routing code DoDAACs. *NOTE: Should your contract not be found in EDA, your hard copy contract contains your WAWF routing DoDAACs.* ***Note: All items circled items below are DoDAACs you may need to route and create a document in WAWF.***
15	Contract Line Item Number (CLIN) data can be located on your contract in EDA or your hard copy contract. CLIN data must be used to build your documents in WAWF. *Note: the CLIN number is listed under the "Item NO" on most*

Using EDA, Continued

EDA to WAWF relationship   The illustration below shows the relationship between data on your contract and what needs to be entered into WAWF.

If WAWF locates your contract/delivery order number in EDA this field will be pre-populated in WAWF if your contract is located in EDA. If your contract **IS NOT** located in EDA this field will return blank in WAWF.

Ensure the contract/delivery order number is entered correctly. If correct you can use your hardcopy contract to enter the pay office DODAAC listed on the hard copy

If WAWF locates your contract/delivery order number in EDA, key routing fields will be pre-populated in WAWF provided your contract is located in EDA. If your contract **IS NOT** located in EDA the required field will return blank in WAWF. You can use your hardcopy contract to enter this missing data.
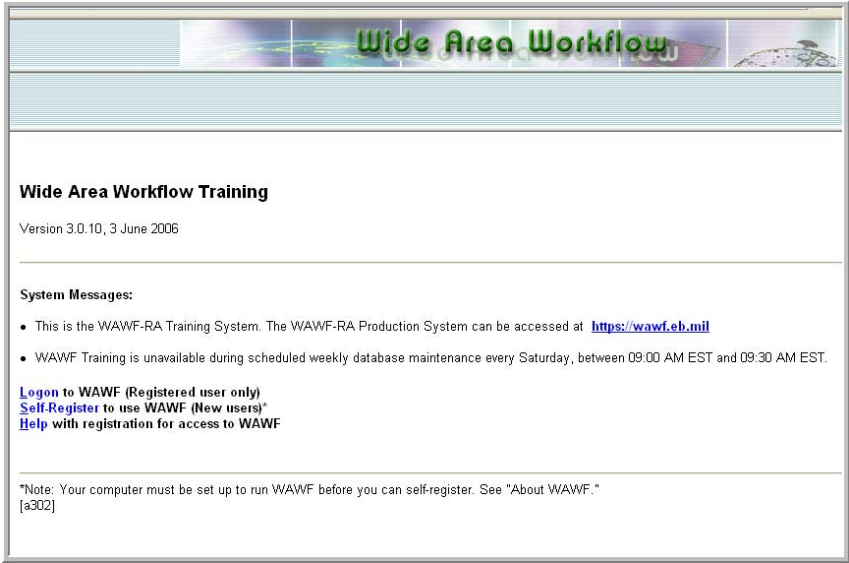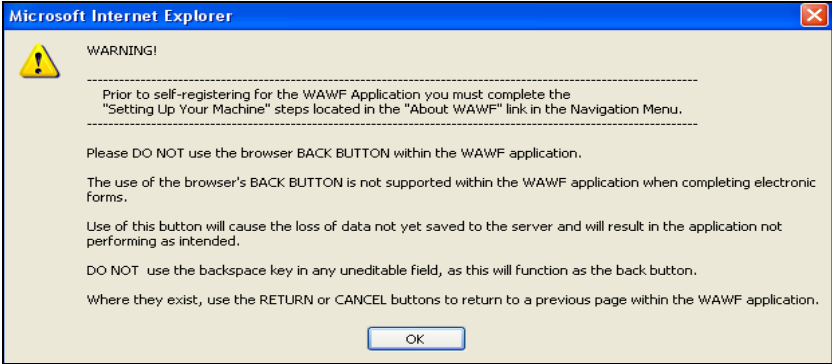
Registering in WAWF

Introduction   In order to use the WAWF application you will need to self-register. There are several roles you may register for etc. GAM, Vendor and Vendor View Only.

Procedure   Follow the steps below to self-register in WAWF.

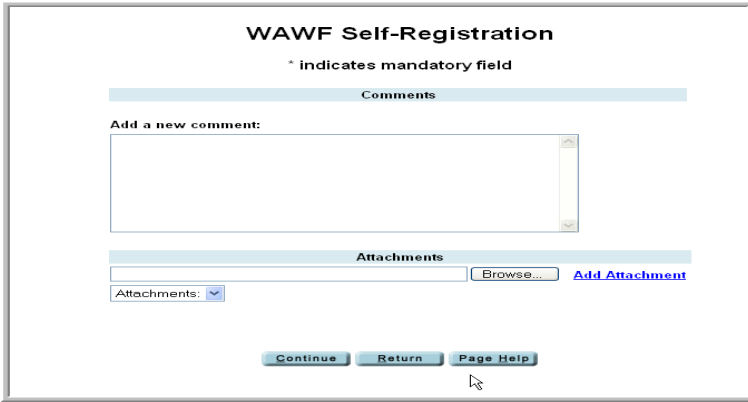| Step	Action
1	Go to https://wawf.eb.mil Result: Home page screen opens.
2	Click Self-Register. *Note: The Warning Message and follow instructions.*
3	Click **OK.** Result WAWF Self-Registration screen opens.

Registering in WAWF, Continued

Procedure (continued)

Step	Action
4	Enter in all required fields. Everything that has an asterisk (*) is a required field.
5	Click **Continue.**
6	Click the radio button labeled **User ID and Password.**
7	Click **Continue.**
8	Enter in a "User ID". Please create your own**.** (It must be a minimum of 8 characters long).

Registering in WAWF, Continued
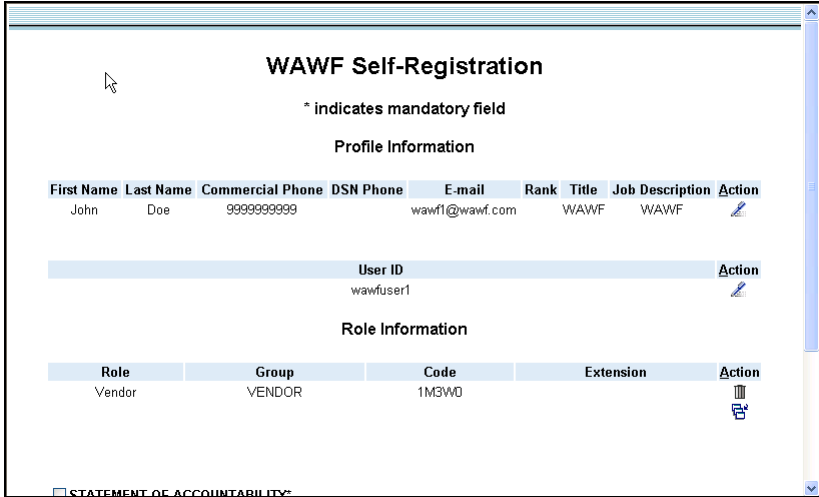
Procedure (continued)

Step	Action
9	Click **Continue**.
10	In the "Role" drop down menu, choose one of the following roles, "Group Administrator", "Vendor" or "Vendor View Only". **WAWF Self-Registration** * indicates mandatory field **Role** Vendor Continue Return Page Help
11	Click **Continue**.
12	Enter your "CAGE Code". *Note: Do not enter anything in the "Extension" field unless you want to create a CAGE code subgroup.* Click **OK.** Result: The Comment Box is displayed.
13	Comments or attachments are optional, but if desired, this is the screen to add them. Click **continue** to proceed. **WAWF Self-Registration** * indicates mandatory field **Comments** Add a new comment: **Attachments** Browse... Add Attachment Attachments: Continue Return Page Help

Registering in WAWF, Continued

Procedure (continued)

Step	Action
14	Review the Profile information you have entered. If you need to register for another role or additional cage code click on the Add icon ![icon] under "Role Information" and repeats steps 8-12. *Note 1: The edit icon ![edit] allows you can edit your profile information* *Note 2: The delete icon ![delete] allows you to delete your previously entered information.*
15	**Check Mark** the "Statement of Accountability" box.
16	Click **Register Now** (you must submit the form for it to be valid). Result: After registration is completed Ogden will automatically email a self-registration notice to the registrant and the GAM. *Important: Upon your activation of your account, by your GAM, an email will be sent to you. The email will contain a one-time temporary password for your initial logon. You will need to change your temporary password.*

How to Change Your WAWF-RA Temporary Password

Introduction   After you self-register an email will be sent to your GAM. After your GAM activates your account You will receive an email that contains a one-time temporary password for your initial logon. You will need to change your temporary password.

Procedure   Follow the steps below to change your temporary password.

Step	Action
1	Go to https://wawf.eb.mil Result: WAAWF Home page screen opens.
2	Click **Logon**
3	Enter your "User ID" and temporary password from the email and click **Submit**.
4	You will be prompted to change your temporary password.
5	Enter your new password and retype to confirm it. *Note: Refer to page instruction to construct password.*
6	Click **Submit**.